



United States Department of the Interior



BUREAU OF LAND MANAGEMENT

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February 21, 2003

In Reply Refer To:
1400-735 (P)
CA-945

EMS TRANSMISSION: 2/21/03
Information Bulletin No. **CA-2003-027**

To: All CA BLM Employees

From: DSD, Support Services

Subject: Ethics Training Requirements

The purpose of this Information Bulletin is to provide guidance regarding ethics training requirements for new BLM employees and for *covered* BLM employees who are required to receive annual ethics training during this calendar year (January 1, 2003, through December 31, 2003). Covered employees are defined as fitting into any of the following categories:

- Required to file Confidential Financial Disclosure reports (OGE Form 450 or OGE Form 450A)
- Contracting Officers within the meaning of 41 USC 423 (f) (5), (any employee who has been authorized by the Bureau Director or their designee to enter into, administer, or terminate contracts and make related determinations and findings)
- Other employees designated, based on their official duties

New Employees: As required by 5 CFR 2638.703, within 90-days after you begin working for the BLM, regardless of whether or not you are a covered employee as defined above, you must receive *initial ethics orientation*. To assist you in completing this requirement, a copy of the booklet, "Ethics Guide for Employees of the Department of the Interior" is provided, along with an employee certification form and the names, titles, office addresses and telephone numbers of the designated agency ethics official(s) who can advise you on ethics issues. A minimum of one hour of official duty time is authorized to review the booklet. Once you have reviewed the booklet, you will need to complete the "employee certification" form provided with the booklet, and return it to Human Resource Services for inclusion in your Official Personnel File.

Covered Employees: In accordance with 5 C.F.R 2638.705, BLM employees who have been identified to file confidential financial disclosure reports, based on their assigned position, are required to receive a minimum of one hour of annual ethics training. If you were required to file a

disclosure report for calendar year 2002, and if you have not changed to a non-covered position, you are required to complete the training this calendar year. An employee's *initial ethics orientation*, accomplished after January 1, 2003, may satisfy the written training requirement for calendar year 2003. To comply with the annual ethics training requirement for calendar year 2003, training must consist of a minimum of one hour of official duty time involved in one of the following:

- Review the booklet, "Ethics Guide for Employees of the Department of the Interior", which is located at www.doi.gov/ethics. Click on "The Library", scroll down to "Employee Guides", and then click on "Ethics Guide for DOI employees (70 pages) September 2002."
- Complete at least five of the web based training modules at the Department of the Interior Website at www.doi.gov/ethics by clicking on "on-line ethics training" and follow the instructions. Or, you may go to the Office of Government Ethics website at www.usoge.gov and click on "Computer and Web-based Training" for the training modules.
- Borrow a video copy of a satellite broadcast from the Human Resource Services Office
- Watch an upcoming satellite broadcast (to be announced)

To certify your completion of one of the above training options for this year, complete the attached training certification form, indicating the training option utilized, making sure to clearly print as well as sign your name. A sign-in sheet is normally provided where satellite broadcasts are available and those are forwarded to Human Resource Services to record who received such training. If you have any questions regard the above information, please contact Deborah Smith, in Human Resource Services, at (916) 978-4477.

Signed by:
Karen Barnette
DSD, Support Services

Authenticated by:
Richard A. Erickson
Records Management

1 Attachment
Training certification form

2003 ANNUAL ETHICS TRAINING

This is to certify that I have taken a minimum of one-hour official duty time to complete one or more of the following to comply with the annual ethics training requirement:

(PLEASE CHECK THOSE THAT APPLY)

_____ Watched a video of an ethics training satellite broadcast

_____ Read "Ethics Guide for Employees of the Department of the Interior"

_____ Completed Web-Based Training Modules

NAME

(PRINT)

SIGNATURE

DATE
